

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Storm Water Program Coordinator

Revision Date: 06/15
EEO Category: Skilled Craft Worker
Status: Non-Exempt
Control No: 30568

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Asst. Public Utilities Director/Operations Manager, Asst. Operations Manager/Distribution Supervisor and the Drainage Supervisor, performs skilled and semi-skilled work pertaining to the operation and maintenance of irrigation and flood control systems. Fills in for the Drainage Supervisor in his absence.

III. Essential Duties:

Crew Leader Duties

- Performs crew leader responsibilities in the day to day operation of the drainage crew.
- Maintains, constructs and installs irrigation and flood control system components (ditches, headgates, diversion structures, detention basins, pipelines, etc.).
- Operates and maintains various types of heavy, light and complex equipment that is used in the maintenance and construction of the irrigation, flood control and drinking water systems (backhoes, ten-wheeler trucks, excavators, high pressure machines, hand tools, etc.).
- Repairs and installs surface features damaged during system maintenance including landscaping, sprinklers, asphalt, concrete, etc.
- Responds to customer complaints regarding ditch maintenance and flooding, storm drain maintenance, irrigation and other related matters.
- Coordinates maintenance with hired seasonal employees.
- Adjusts storm water as needed during storms.
- Coordinates irrigation service with various ditch companies.
- Completes work orders and various other records pertaining to work activities.
- Supports other Public Utilities Operations activities as assigned.

MS4 Storm Water Program Coordinator Duties

- Participates in the Salt Lake County Storm Water Coalition and the Utah Storm Water Advisory Committee to be aware of ongoing storm water issues, better understand regulations, learn about and gather information that can help improve the City's storm water program, and coordinates storm water issues with other County/State personnel.
- Coordinates and assists with maintaining the Storm Water Management Plan on the City storm water website.
- Assists in providing training of City employees related to the storm water program.
- Assists in the coordination efforts to verify mapping of existing public storm water system and private storm water post-construction structural controls.
- Participates in the storm water monitoring program.
- Assists in identifying and developing City suggested construction best management practices.
- Assists in identifying and developing additional storm water related plans and specifications.
- Maintains records of maintenance and inspections performed of private structural controls by private property owners/operators and coordinates inspections of the private structural controls by the City performed every five years.
- Develops and maintains the City-owned facilities storm water maintenance plan.
- Assists in the development and use of the storm water system maintenance plan.
- Assists in developing and implementing standard operating procedures for construction, inspection, and maintenance performed by City personnel.

IV. Marginal Duties

- Coordinates with engineering personnel on review and inspection of new developments.
- Responds to public inquiries, complaints, and requests.
- Fills in for the Drainage Supervisor in his absence.
- Performs other duties as assigned.

V. Qualifications

Education: High School Diploma or equivalent required.

Experience: Five years of experience in equipment operation, storm drain or pipe construction or closely related area is required to be eligible for this position; experience in storm drain maintenance and installation helpful.

Certificates/Licenses: CDL class A license must be obtained within 60 days of hire; must obtain a UDOT flagging certificate within three months of hire; must be certified to operate rubber tire and track backhoes, 10 wheel dump trucks with trailers, 1 ton trucks, and other equipment used by the drainage crew.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Tools, machines, and equipment used in the operation, maintenance, and construction of irrigation or storm water systems; principles of maintenance and construction of water related projects; OSHA safety standards and EPA water standards and other related local, state, and federal regulations; knowledge of, and ability to set up safe work zones in accordance with OSHA and state standards; irrigation and storm drain system facilities, UPDES, SCADA, work order system, equipment, and operations.

Responsibility for: The care, condition, and use of materials, equipment, money, and tools used by assigned crew; responsible for the day to day operations of assigned crew members to ensure they are productive and that jobs are completed within guidelines given.

Communication skills: Ability to furnish and obtain information from other departments; follow verbal and written instructions; communicate and coordinate day to day activities with the Drainage Supervisor.

Tool, Machine, Equipment Operation: Regular use of office equipment including a telephone, computer, calculator, hand tools, dump trucks, utility trucks and pickup trucks. Must be familiar with the operation and capabilities of heavy equipment used by the drainage crew to ensure that equipment is utilized properly and safely. Must be familiar with welding.

Analytical Ability: Prioritize tasks, establish effective working relationships with employees and the public. Able to perform basic operations with little or no supervision.

VI. Working Conditions:

Physical Demands: While performing duties of job, moderate climbing/balancing and constant stooping and kneeling are required; occasional lifting of up to 50 lbs.

Work Environment: Regular exposure to unpleasant or hazardous working conditions caused by water, noise, dust, heavy equipment, toxic fumes, traffic, heights, and high voltage equipment; work in trenches, vaults, and manholes; outdoor work in all types of weather; requires 24 hour on-call status for emergency situations; requires on-call status on a rotating basis, staying within reasonable response time and answering a beeper; seasonal shift work (including weekends and holidays) may be required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____